

TECHNICIAN VACANCY ANNOUNCEMENT

**HUMAN RESOURCE OFFICE
LOUISIANA NATIONAL GUARD
CAMP BEAUREGARD
PINEVILLE, LA 70136**

POSITION TITLE/SERIES & GRADE
Military Pay Technician, 80480000,
GS-0545-*05/06

APPOINTMENT FACTORS
EXCEPTED ENLISTED

ANNOUNCEMENT NO.
119T-05

LOCATION
159 FW
Belle Chasse, Louisiana

SALARY RANGE
*\$27,569 - \$35,844
\$30,731 - \$39,951
PER ANNUM

OPENING DATE
21 OCT 05
CLOSING DATE
10 NOV 05

AREA OF CONSIDERATION: Enlisted members serving in the Louisiana National Guard.

QUALIFICATIONS:

a. **GENERAL EXPERIENCE:** Administrative or clerical experience, education or training which demonstrates the applications ability to make arithmetic computations, to use regulatory material, and to communicate with individuals at different levels in order to assist and provide information.

b. **SPECIALIZED EXPERIENCE:** Nine (6) months for GS-*05 and twelve (9) months for GS-06 of experience, education or training which provided the candidate with the Knowledge, Skills and Abilities listed below.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED BY THE POSITION:

FOR GS-05:

- I. Ability to interpret AF regulations and directives.
- II. Ability to deal with customers on a day-to-day basis either in person, electronically, or on the telephone.
- III. Ability to operate a computer.

FOR GS-06:

- I. Knowledge of the ANG payroll process using the Integrated Military Pay System and the Joint Uniform Military Pay System.
- II. Knowledge of AF directives and guidance pertaining to Financial Management information.

EVALUATION PROCESS: Applicants will be evaluated solely on the information provided in the application. Experience will be evaluated based on the relevance to the position for which application is made and whether it is full-time or part-time. In addition to experience, credit will also be given for military training and self-development, civilian and military awards and education.

NOTE: THIS POSITION IS ALSO BEING ANNOUNCED AS AN AGR POSITION UNDER AGR VACANCY ANNOUNCEMENT #119A-05, CLOSING 10 NOV 05. PERSONNEL APPLYING FOR THIS POSITION AS AGR SHOULD DO SO UNDER THAT VACANCY ANNOUNCEMENT.

NOTE: THIS POSITION REQUIRES MEDICAL SCREENING PRIOR TO PLACEMENT AS A TECHNICIAN.

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ALWAYS CARING FOR OTHERS AND THE ENVIRONMENT

MILITARY ASSIGNMENT: Individual selected must be assigned to the 159TH FW of the LA ANG and occupy AFSC 6F0XX or 6F1XX prior to placement as a permanent technician. Excepted employees must wear the uniform prescribed by The Adjutant General and be enrolled in Direct Deposit (completion of FMS 2231) prior to placement as a technician. Acceptance of the position constitutes concurrence with these requirements as conditions of employment.

SUMMARY OF DUTIES: This position is located in the Air National Guard (ANG) Wing. The purpose of this position is to determine and process military/civilian pay entitlements and related pay actions in support of ANG units including assigned Geographically Separated Units (GSUs). The incumbent provides single-source assistance on matters pertaining to pay entitlement policies, procedures, and operations to the Financial Manager, Human Resources Office (HRO), Military Personnel Flight (MPF), Defense Finance and Accounting Service (DFAS), higher headquarters, other outside agencies, and supported military personnel and civilian employees. Informs commanders, supervisors, and personnel regarding pay entitlements and related guidance. Accomplishes pay entitlement functions in support of state and Federal ANG operations, training, and readiness missions. This position requires military membership. It is designated for ANG Enlisted incumbents only. Incumbent performs duties necessary to accomplish functions in support of programs essential to ANG daily operations, training, and readiness missions. Prioritizes and processes a full range of pay entitlements for ANG personnel. Makes standard and non-standard payroll submissions. Independently audits all payroll actions for accuracy and proper entitlements. Identifies and researches a wide variety of complicated pay problems and performs corrective action. Contacts the appropriate personnel to obtain information when documentation does not meet criteria established by regulation or applicable directives. Processes Active Guard/Reserve (AGR) accessions into the payroll system ensuring that all facets of the member's pay are accurate and complete. Ensures the timely and accurate processing of civilian payroll documents. Receives, reviews, and processes a variety of documents authorizing changes to employees' pay accounts. Administers and performs the finance portion of military/civilian personnel readiness processing when unit members are ordered to active duty. Coordinates pay processing/actions during mobilization and demobilization. Applies internal control procedures to ensure military and civilian payroll processes are accurate and in accordance with applicable laws, regulations, and established standards. Notifies chain of command of potential fraud, waste, or abuse. Trains unit personnel on pay and entitlement policies, guidelines, and procedures. Performs other duties as assigned.

HOW TO APPLY:

a. National Guard technicians and members applying for vacancy must submit NGB Fm 300(LRA), OF 612/Resume, OF 306 (must accompany OF 612/resume), AGO LA FM 690-171-1 (Military Supplement) and AGO LA FM 690-171-2 (statement indicating how they attained and/or qualify in the Knowledge, Skills and Abilities listed previously). Applicants applying for initial appointment must submit DD Form 214 for periods of Active Military Service (Title 10) performed. All applications will be submitted to this headquarters, ATTN: LANG-J1-HT, 949 F Street, Camp Beauregard, Pineville, La 71360. Use of government postage paid envelopes for submission of applications is prohibited.
FAXED APPLICATIONS WILL NOT BE ACCEPTED FOR TECHNICIAN VACANCIES.

b. Applications must be received in this headquarters by the closing date indicated in this announcement. National Guard units or this headquarters will furnish necessary applications forms on request.

c. Grade level will be determined by HRO based upon qualifications of the applicant. Applicant selected for this position at the lower grade may be promoted to the authorized grade in accordance with regulatory requirements without further merit promotion action. Applicants who meet the full qualification requirements for the journeyman level may be appointed GS-06.

NOTE: SELECTEE MAY BE RESPONSIBLE FOR PAYMENT OF ALL PERMANENT CHANGE OF STATION TRAVEL AND TRANSPORTATION EXPENSES DEPENDING ON FUNDING, AVAILABILITY OR RELATIVE IMPORTANCE OF AND/OR REQUIREMENTS OF THE POSITION.

THIS ANNOUNCEMENT WILL BE GIVEN THE WIDEST POSSIBLE CIRCULATION AND A COPY WILL BE POSTED ON BULLETIN BOARDS THROUGH THE CLOSING DATE.

ALL QUALIFIED APPLICANTS WILL RECEIVE CONSIDERATION FOR THE ABOVE POSITION WITHOUT DISCRIMINATION FOR ANY NON-MERIT REASON SUCH AS RACE, COLOR, SEX, RELIGION, NATIONAL ORIGIN, POLITICS, MARITAL STATUS, MEMBERSHIP OR NON-MEMBERSHIP IN AN EMPLOYEE ORGANIZATION, PHYSICAL HANDICAP OR AGE WHICH DOES NOT INTERFERE WITH JOB ACCOMPLISHMENT OR NATIONAL GUARD MEMBERSHIP WHEN REQUIRED.

**P.O.C. FOR ADDITIONAL INFORMATION: TSgt Latasha M. Goines~ (318) 641-3833
LT Steven Thompson~ (318) 641-3834**

DISTRIBUTION:

B,E,G

S: LANG-J1-HT (05)

159 FW (10)